

CONSERVATION ADMINISTRATOR II, CCC



CALIFORNIA STATE GOVERNMENT

OPEN – STATEWIDE BZ91 – 1007 6CQ07

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE	This is an Open Statewide examination. Career credits do not apply.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply.
HOW TO APPLY	The State Examination and/or Employment Application (Form Std. 678) must be filed with the California Conservation Corps. The application is available at the California Conservation Corps, State Personnel Board and local Employment Development Departments. This form may also be accessed from either the State Personnel Board's website at www.spb.ca.gov or the California Conservation Corps' website at www.ccc.ca.gov .
APPLICATION DEADLINE	Applications must be properly completed and POSTMARKED by the U.S. Postal Service no later than Wednesday, October 18, 2006, the final filing date. Metered mail Machine date stamps will not be accepted. Applications postmarked, personally delivered or received via inter-office mail after the final filing date <u>will not be accepted for any reason</u> . Applications received via FAX machine <u>will not be accepted</u> . Applications may be filed in person or by mail with the: California Conservation Corps 1719 24th Street Sacramento, CA 95816 Attn: Exam Unit SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD OR CCC SERVICE DISTRICT OFFICES.
SPECIAL TESTING ARRANGEMENTS	Candidates with disabilities who require special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination (Form Std. 678)." You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Note: Accepted applicants will be required to bring either a photo identification card or two forms of signed identification to the test.
SALARY RANGE	\$5361 - \$5913
ELIGIBLE LIST INFORMATION	A departmental open list will be established for the California Conservation Corps. Eligibility expires 12 months after the list is established, unless otherwise notified.

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**REQUIREMENTS
FOR ADMITTANCE
TO EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by Wednesday, October 18, 2006, the final filing date.

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood and possess the basic qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," etc. For example: candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Note: All applications/resumes must include "to" and "from" dates (month/day/year); time base; and, if applicable, civil service class titles. Applications/resumes received without this information WILL BE REJECTED because of incomplete information.

**MINIMUM
QUALIFICATIONS**

Education: Equivalent to completion of the twelfth grade.

and

Either I

Experience: One year of experience in the California state service performing the duties of a Conservation Administrator I, California Conservation Corps.

Or II

Experience: Two years of experience in the California state service performing the duties of a Conservation Supervisor, California Conservation Corps; Corpsmember Development Coordinator, California Conservation Corps; or Administrative Officer II, Resources Agency.

Or III

Experience: Five years of progressively responsible experience in program operations and management, including three years at an administrative level performing a variety of management-related activities, through subordinate supervisors, including budget preparation and administration, public and media relations, community resource development, program planning, management and evaluation, and personnel management. This experience shall have included the preparation of written reports and the presentation of recommendations to management. (Experience in the California state service applied toward this requirement must include two years performing the duties of a class with a level of responsibility not less than that of a Conservation Administrator I, California Conservation Corps.)

**POSITION
DESCRIPTION**

This is the managerial level in service districts which may include both nonresidential and residential facilities, at CCC headquarters, or assigned to statewide special programs. Incumbents perform high level administrative work, formulate and recommend policies on a variety of department wide issues, and provide skilled technical assistance in the area of project review and program development to administrative staff at headquarters, statewide special programs, and in assigned service districts. Incumbents' general responsibilities are comprised of the overall management of operational functions while providing direction to subordinate staff. Incumbents' primary responsibilities consist of external affairs, e.g., community resource development, public relations, legislative contacts, media, and community relations.

**EXAMINATION
INFORMATION**

After the exam unit receives your completed application, it will be evaluated to determine if you meet the minimum qualifications for the classification. Candidates that meet the minimum qualifications will be scheduled for an oral interview. The interview will include a number of predetermined job-related questions and be weighted 100%. Competitors who do not participate in the selected testing method will be disqualified. A minimum rating of 70% must be attained in order to pass the examination and be placed on the

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eligible list. Note: If needs warrant, the testing method utilized may be changed. **It is anticipated that interviews will be held sometime in November/December 2006**

SCOPE**Knowledge of:**

1. Principles of administrative and fiscal management;
2. Principles of personnel management, and business and public administration;
3. Purposes, organization, policies, procedures, and rules of the CCC;
4. Principles of ecology and natural resource conservation;
5. Principles of facilities and grounds maintenance;
6. Principles and practices of health and safety standards;
7. Principles and practices of employee supervision;
8. Principles and practices of employee/employer relations;
9. A supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment;
10. Development, implementation, and administration of educational programs, recruitment techniques, marketing, and public relations.

Ability to:

1. Assist in the management and operation of a CCC service district;
2. Maintain a healthy and safe working and living environment;
3. Organize, coordinate, and plan programs for staff and corpsmembers' education and training;
4. Facilities development and maintenance and food service;
5. Center, spike and emergency project completion, and special projects;
6. Prevent and solve problems by utilizing management and communication skills, concepts, and techniques;
7. Plan and implement personnel practices and organization concepts;
8. Analyze situations and take effective action;
9. Assist with establishing and maintaining effective external relations with public community and organization interests;
10. Analyze data and communicate ideas and information effectively;
11. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment;
12. Develop and implement Individual Area Plans, including critical elements for functions such as recruitment, public relations, community resource development, locations of center/satellites (when new locations are needed);
13. Establish and maintain complex, effective, and significant external relations with public community and organization interests, some of which will have national and/or international scope;
14. Establish and maintain a Community Advisory Board;
15. Organize, coordinate, and plan programs for staff and corpsmembers' education and training with Statewide program significance;
16. Analyze situations and take effective action;
17. Develop and implement special programs and projects within the CCC's best interest.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to live and work for extended periods in primitive facilities and sometimes isolated from communities; demonstrated aptitude for and commitment to education, training, and personal and social development of both staff and corpsmembers; commitment to the conservation of natural resources; and willingness to work odd and irregular hours.

ADDITIONAL DESIRABLE QUALIFICATIONS

Experience in the operations or management of a youth or adult work experience and/or training and education program; experience in human resource programs; strong

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background in public and media relations; familiarity with the administration of educational programs; background in ecology and natural resource conservation; excellent communication skills; ability to take effective action under extreme pressure and/or during emergency situations; ability to effectively manage the operation, maintenance, and development of facilities and grounds; ability to manage several priorities simultaneously; and possession of a valid commercial driver license, Class B.

VETERANS PREFERENCE

Veterans Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these credits. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.** Directions for applying for veterans' preference are on the Veterans Preference Application form which is available from the State Personnel Board, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, California 95807.

Note: Career Credits will not be granted in this examination

General Information

It is the candidate's responsibility to contact the California Conservation Corps Exam Unit at (916) 341-3188 three weeks after the final filing date if he/she has not received a progress report.

If you meet the requirements on the preceding page, you may take this examination. Possession of the entrance requirements does not assure you a place on the eligible list.

The California Conservation Corps reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference Points: California Law allows granting of Veterans Preference Points in open entrance examinations and open non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open non-promotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. These credits are granted to all competitors who qualify for, and have requested these points and who are successful in all parts of the examination.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
TDD 1-800-735-2929.

CALIFORNIA CONSERVATION CORPS

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